

TEXAS EDUCATION AGENCY

# Affirmation Instructions

No Child Left Behind  
Affirmation of Consultation with  
Private Nonprofit School Officials

2015–2016 School Year

# Glossary

**Agency:** The Texas Education Agency (TEA) is the state educational agency in Texas which is primarily responsible for the supervision of public elementary and secondary schools in the state.

**ESC:** Educational Service Center. There are 20 regional ESCs in Texas.

**LEA:** Local Education Agency

**NCLB:** No Child Left Behind (2001)

**PNP:** Private Nonprofit School

**School Official:** person legally authorized to represent the school in the consultation

**SSA: A Shared Service Arrangement** is an agreement (usually written) between two or more school districts and/or education service centers that provides services for entities involved when such arrangement will strengthen the operation of the program. Each SSA must have a fiscal agent responsible for conducting various administrative activities (extracted from *Financial Accounting and Reporting, Financial Accountability System Resource Guide*, Section 1.3.1.1.).

## General Instructions

In accordance with the No Child Left Behind (NCLB) Act, local education agencies (LEAs) are required to consult with participating Private Nonprofit Schools to determine equitable services for private school students and/or teachers. [P.L. 110-107, Section 1120(a)(1); 5142(a)(1); and 9501(a)(1)]. Information provided in this affirmation must be decided during this consultation between the public (LEA) and private school (PNP) officials. The LEA must maintain auditable documentation to support the information provided in this affirmation and that it was decided through appropriate consultation. The LEA is responsible for the administrative oversight of the NCLB program(s) in the Private Nonprofit School.

Complete one affirmation per participating Private Nonprofit School.

If there are no Private Nonprofit Schools participating in Title I, Part A, this form **does not** need to be completed or submitted to the Agency.

Affirmations for all participating Private Nonprofit Schools should be uploaded on NCLB Reports via TEASE. Submissions are due no later than **October 1, 2015**.

## Shared Services Arrangement (SSA) Members and Fiscal Agents

Each participating private nonprofit school that receives services through an LEA who is a member of a Shared Services Arrangement (SSA) must have an affirmation completed and submitted to the Agency. The SSA Written Agreement (signed by both the member LEA and the fiscal agent) determines whether the member LEA OR the fiscal agent, (whether an LEA or an ESC), is responsible for the submission of the completed form to the Agency.

- If the SSA Written Agreement delineates the member LEA as responsible for consultation with the private nonprofit school officials, then the member LEA is responsible for the completion and submission of the affirmation form to the Agency.
- If the SSA Written Agreement delineates the fiscal agent as responsible for consultation with the private nonprofit school officials, then the fiscal agent is responsible for the completion and submission of the affirmation form to the Agency.

## Identification Information

Enter the county-district number, name of the LEA, and name of the Private Nonprofit School in the appropriate fields at the top of each page.

## PNP Participation

Please mark with an “x” the program participation for the indicated private nonprofit school.

### No PNP Participation

Indicates the LEA is not providing services to the private nonprofit school. If the LEA does not have any PNP participation this form **does not** need to be completed or submitted to the Agency.

### LEA or SSA Provides Services

Indicates the LEA or SSA is providing services to the private nonprofit school.

### LEA Provides Services through 3<sup>rd</sup> Party Contractor

Indicates the LEA will provide services to the private nonprofit school by contracting with a third party.

### Member of PNP Consortium

Indicates the LEA is providing services to the private nonprofit school through the Region 10 or Region 20 consortium.

## School Officials Signatures

If the PNP is participating in Title I Part A, all sections of the affirmation for Title I, Part A must be completed in its entirety and ensure both the public (LEA) and private school officials' signatures are obtained.

The PNP school official must sign the affirmation indicating that appropriate consultation did occur and that the PNP official understands that only students meeting the eligibility requirements (and their parents and teachers, as applicable) may participate in the program(s). Enter the name of the PNP school official. Enter the date the PNP school official signed the affirmation.

The public school official must sign the affirmation indicating that appropriate consultation did occur. Enter the name of the public school official. Enter the date the public school official signed the affirmation.

If for some reason the PNP official chooses not to sign the affirmation, the form must be completed, signed by the LEA official, and kept on file by the LEA.

## NCLB Reports

Download template on NCLB Reports

1. Log onto TEASE
2. Select NCLB Reports from the Application List
3. Select Download Response Templates
4. Select 2015-2016 PNP Affirmation or PNP Equitable Services Worksheet

Upload document onto NCLB Reports

1. Select Upload Response document
2. Select PNP Affirmation or PNP Equitable Services Worksheet for "Response Template"
3. Select 2015-2016 for "School Year"
4. Select Response Document for "Response Doc Type"
5. Click Upload document